

Code: 1770
Statistical, Technical and Mercantile Group
Statistical Series
Administrative Service

CLASS TITLE: **Program Coordinator**

CHARACTERISTICS OF THE CLASS: Under general supervision, assists in the conduct of policy formulation and implementation, and the development and execution of departmental policies and procedures; and performs related duties as required.

EXAMPLES OF DUTIES: Conducts administrative studies of departmental needs, services and operations; analyzes and evaluates current programs to ascertain their effectiveness; makes recommendations for modifications to improve the quality of service; conducts research and prepares summary reports pertaining to new or revised programs and gives them to executive staff for implementation; represents the department on interagency matters; serves as liaison to civic and community groups regarding the planning and implementation of programs in their areas; coordinates and monitors the implementation of new or revised programs; prepares periodic reports and records as necessary.

DESIRABLE MINIMUM QUALIFICATIONS:

Training and Experience. Graduation from an accredited college or university with a Bachelor's degree in Business Administration or a related field, supplemented by two years of progressively responsible administrative experience in the design and implementation of administrative programs; or an equivalent combination of training and experience is required.

Knowledge, Abilities and Skill. Thorough knowledge of the methods and techniques of modern program implementation and administration. Knowledge of City programs and services. Knowledge of applicable rules, regulations and guidelines. Ability to plan, evaluate and administer various programs. Ability to establish and maintain effective working relationships. Ability to communicate well orally and in writing.

Skill in the application of the principles and techniques of modern program development and administration. Skill in interpreting, evaluating and explaining policies and procedures.

May, 1987